



JOB DESCRIPTION

Position Title: **Animal Control Officer**

Class Code: 3006

Non-Exempt

EEO Code: 04

Effective Date: August 29, 2002

Major Function

Technical work in the enforcement of the Seminole County Animal Control Ordinance.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Works an assigned area of the County and engages in the capture and impoundment of animals. Performs on-call duty for emergency calls after hours. Picks up carcasses of animals and disposes of them in the prescribed manner.

Investigates animal bites and enforces animal quarantine laws. Investigates animal nuisance complaints and impounds such animals which have been abandoned or are in violation of the Animal Control Ordinance. Issues warning citations and Notice to Appear citations to owners of animals in violation of the laws, rules, and regulations established by the State of Florida or Seminole County. Acts as a witness or plaintiff on behalf of the County as necessary. Prepares various written reports as required.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge of laws and regulations regarding animal control. Knowledge of the techniques utilized in the safe capture of all animal species. Knowledge of the geographical road system of Seminole County.

Ability to establish and maintain good relations with the general public. Ability to communicate effectively both orally and in writing.

Skilled in handling all species of animals that may be vicious or dangerous without injury to self, others, or animals.

High School Diploma or GED and one (1) year experience in handling of animals.

Must possess and maintain a valid Florida Driver's License.

Must be inoculated against rabies prior to completion of probationary period. Must successfully complete Florida Animal Control Officers certification within one year of date of employment.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

This position may often work outdoors in all weather conditions. This position has high exposure to dust, dirt and animal hair in the work environment. This position may work in areas with slippery or uneven surfaces. This position will drive a County vehicle to perform duties. The physical requirements for this position include duties that require standing, walking, bending, crouching, stooping

and lifting. This position may be required to lift objects weighing in excess of 50 pounds. This position must follow safety requirements carefully.